

LONG RANGE FACILITY PLAN Q&A'S  
VOLUME 1  
FEBRUARY 24, 2000

INSTALLATION: All the buildings and property at one location/address.

General:

*Q. How and when will Line Office senior management be advised?*

A. A memorandum has gone out from Paul Roberts to the Assistant Administrators. A copy will be provided. "Desk-side" meetings will be held between OFA management and the DAAs but no schedule has been set.

*Q. How will this plan be approved?*

A decision meeting of the Facility Council (DAAs) will be held 3/31.

*Q. What about the facilities with less than 10 occupants?*

A. We are working on developing some means of sampling for facilities under 10, particularly in Line Offices that have "categories" of facilities in that grouping, i.e., Data Collection Offices in NWS, enforcement offices in NWS, etc.

*Q. For installations with multiple Line Offices or independent organizations of the same LO, who will report on the long range plans?*

A. Each independent unit (LO or subunit of an LO) will individually report to the LO "Tiger Team" representative.

*Q. What is the format for submitting the long range planning piece?*

A. A template will be provided for submitting information on the individual proposals, and a spreadsheet format given for providing the summary LO plan. These are in development now.

1. Facility Inventory Validation:

*Q. Which database document should we work from to validate the data?*

A. A word perfect and word version of the facility inventory (for sites with 10 or more personnel) is being provided today to use in the validation. It does not have the CIP, seismic, energy, environmental compliance, security, etc. data from the earlier version. That version included those categories to help provide focus in the planning effort, but those items are not something that we expect the Line Offices to have information on or attempt to verify.

*Q. For installations with multiple Line Offices or subunits of LO's, who will report the validation?*

A. Each Line Office will submit their information separately and the OFA Tiger Team will consolidate for each location. Subunits of a Line Office with the largest assignment should collect all of the verification information for that Line Office.

*Q. How do you want the validated data presented?*

A. Pen and ink updates are fine.

*Q. What was the source of the data?*

A. A download of the RSMIS database.

*Q. What specifically are we looking for in the update? Are we supposed to measure the buildings or look for cornerstones to figure out the age?*

A. Any information that the Line Office has on hand in its files can be used to verify any one of the fields (i.e., acquisition date). The specific focus of the request is to validate that (1) all of the buildings listed for any installation are still in existence and still occupied or controlled by the LO; (2) identify any buildings that are NOT on the list but are at the installation and occupied or controlled by the Line Office; (3) total personnel information; (4) identify any installations that were left out or incorrectly attributed to the LO; and (6) correct location information if necessary. The ASCs and OFA will be asked to verify information on acquisition type, current and final expiration date, acquisition date and square footage.

## 2. Operations and Maintenance

*Q. Should O&M data be provided for ALL facilities, or only those on the database inventory?*

A. Provide for ALL facilities. The inventory was limited to installations with 10 or more people to try and limit the focus of the planning activity, but the cost figures need to be all-inclusive. This information will be used to determine what the “gap” is between what we should be spending for this category versus what we have available and a budget request prepared for the difference.

*Q. How do we handle O&M costs in leased space?*

A. If O&M is included as part of rent paid, don't worry about it. If the services, utilities, or maintenance are paid separately by NOAA directly to a vendor, report that cost. We're trying to focus on NOAA's independent budget needs.

*Q. Do we need to report the O&M costs by building or can we provide a total cost for the installation?*

A. A total for the installation is fine but it would be helpful to identify by name or property number the buildings that are included in that figure.

*Q. How do we handle an installation with multiple line offices?*

A. If each line office is separately metered and pays for their O&M through separate contracts, then each Line Office must report. If one Line Office acts as tenant manager and collects monies from the other NOAA components, that Line Office should report on the total and annotate the report to indicate what other components are covered.

*Q. What if external equipment (i.e., radars, sensors, etc.) are metered with the building and included in the operating costs?*

A. Utility costs for the site, including associated equipment, should be included. Maintenance costs for equipment should be excluded.

*Q. Can RSMIS be used to populate the O&M template location information?*

A. We will explore that possibility but might not be able to accomplish in time to help.

3. Environmental Compliance:

*Q. What does the number in the database represent?*

A. A key to this number will be provided.

4. Capital Improvements:

*Q. What does the figure in the database represent?*

A. This represents a summation from the CIP database of the total cost of the individual projects for that installation.

5. Seismic Safety:

*Q. What does the YES/NO represent?*

This facility has an identified seismic upgrade cost of \$50K or more in any seismic activity level, or is included at any cost if in a high seismic activity area.

6. Security Vulnerability:

*Q. What does the YES/NO represent?*

A. A security threat assessment was conducted by the Office of Security for this site and corrective actions have been identified and documented.

7. Energy Opportunity:

*Q. What does the YES/NO represent?*

This facility is located in a state included in the highest quartile of electrical costs.